

APPENDIX A

LISTS USEFUL FOR AVOIDING DISQUALIFICATION

Checklist for Submitting Student Research Papers

Student Paper Disqualification List

It's Not a Computer Science Paper Unless....

It's Not a Mathematics Paper Unless....

It's Not a Statistics Paper Unless....

CHECKLIST FOR SUBMITTING STUDENT RESEARCH PAPER

This checklist is designed to help the student and sponsor avoid the pitfalls that disqualify student research papers. The rules and the items listed on the Disqualification List and in the Handbook are very specific and it is the responsibility of both the student and the sponsor to be aware of them. Check and double-check to assure that your paper is in the proper form as outlined in the latest edition of the VJAS Handbook.

- ___ Student Entry Form (Page ONE): Answer every question including item #7. Must have student's AND sponsor's signature. This is the **ONLY** page on which the student's name and school name will appear (see Research Statement of Certification below). **Form must be typed.**
- ___ Paper is entered in the proper **VJAS** category. Science Fair categories as well as other science competitions and VJAS categories are not identical nor are they interchangeable. Paper has VJAS forms only.
- ___ Research Statement of Certification signed, if applicable and placed after the Student Entry Form. (See below for VJAS Mentor Form.)
- ___ Reader's Form (Page TWO) (Use Math form for mathematics category only)
- ___ Judge's Form (Page THREE) (Use Math form for mathematics category only)
- ___ No title page or other identification has been placed behind the above mentioned forms or in the paper itself.
- ___ If a Mentor was used the Certification Form must be signed and placed after the Student Entry Form and the VJAS Mentor Form must be filled out and placed after the Judge's Evaluation Form.
- ___ Continuation Project Form must be filled out if a student is continuing a project and placed after the Judge's Evaluation Form.

**THE FIRST PAGE OF THE TEXT BEGINS WITH THE ABSTRACT
ALL OF TEXT MUST BE WRITTEN IN THE THIRD
PERSON, PAST TENSE (Except for Mathematics, Statistics and
Computer Science which may be written in First Person, Present Tense)**

- ___ Abstract and body of paper (including all parts of the paper) have been typed/word processed in DOUBLE-SPACED format. (Exception: long quotes, figures, legends)
- ___ All margins - top, bottom, and sides are not less than one inch (1") on ALL pages **including appendices.**
- ___ Paper is in no smaller than 12 pt. type size using one of the following fonts: Helvetica, Times, Courier, or Geneva: OR is typewritten in nothing smaller than 12 characters to the inch. Check it with a ruler!
- ___ Abstract (1 page only): This is the first page of the 12 pages of text.
- ___ Introduction: **DO NOT USE FOOTNOTES.** Use parenthetical citations (Author, Year).

___ Methods and Materials. Do not list materials - use paragraph format.

___ Results

___ Discussion and Conclusions

___ Literature Cited: This is not a bibliography. Literature Cited must have a **minimum of three non-website** citations and each must be cited at least once in the body of the paper. Use standard format of the *Virginia Journal of Science* or VJAS Style Manual.

THIS ENDS THE TEXT WITH A MAXIMUM OF 12 PAGES

___ Acknowledgments: This page is one of the 20-page maximum. This should not include any identification of the student including naming parents and siblings.

___ Appendix: This is part of the 20-page maximum. A text of 12 pages allows 8 pages for acknowledgments and appendix. If the text is reduced, the appendix may be increased but only to a maximum paper length of 20 pages. **Experimental design diagrams are to be placed in the appendix, if used.**

___ The **“ORIGINAL” and four (4) copies** must be sent. Mark one as the “ORIGINAL” in the center, top of the Student Entry Form (Page ONE) in red. Make copies BEFORE marking the original!!

___ The **“ORIGINAL” and four (4) copies** must have the school number at the **TOP, RIGHT SIDE** followed by a capital “A” if the author is a senior and the designation for the category in the blank at the **TOP, LEFT** on pages One, Two and Three. MATH is already on the Reader’s and Judge’s Forms for mathematics. Do not attach Math forms to any other paper. The school number is assigned by the VJAS office. If you do not know your number do not contact the Director but contact the office by e-mail (vas@smv.org). Do not guess or use any other number your school might have.

___ Send the **"ORIGINAL" and four (4) copies** to the VJAS Office by the deadline. Make at least one additional copy for your files and additional copies for each Special Interest Award or Scholarship for which you are applying.

___ All copies must have both student and sponsor signatures on them. Each multiple author must fill out a Student Entry Form and have all signatures, but use only one set of Reader and Judge forms.

___ Send paper to the VJAS Office via first class mail, express delivery, or hand deliver. If hand delivered the papers must be in the VJAS office by March 1, 5 PM. If mailed, the paper must be postmarked by March 1. **The deadline is subject to change depending on which day of the week March 1 falls.**

___ Send VJAS Special Interest Award Applications Form, paper, and any other requested material to the Special Interest Awards Chairperson by the deadline stated on the form. Follow instructions exactly. Do not send any Special Interest Award applications until after paper acceptances have been received, but feel free to prepare them early due to time constraints.

STUDENT PAPER DISQUALIFICATION LIST

A paper **containing even one of the errors or omissions listed below will be disqualified automatically** and returned to the sponsor with reason for disqualification.

1. Absence of any of the cover forms: Student Entry Form (page ONE); Reader's Form (Page TWO); or Judge's Form (Page THREE) or use of OLD forms.
Absence of any parts of the paper or paper parts out of order.
2. No STUDENT'S SIGNATURE and/or SPONSOR'S SIGNATURE on the Student Entry Form.
3. No signed STATEMENT OF CERTIFICATION or VJAS MENTOR FORM, or CONTINUATION PROJECT FORM, if required. Forms for other competitions included with paper.
4. Paper placed in the wrong or in a non-existing category.
5. More than three authors per paper.
6. Use of a TITLE page or any other form of identification of the student, sponsor, or school on any page except the Student Entry Form (Page ONE) and Statement of Certification.
7. Single spacing any part of abstract or text. EXCEPTIONS: Long quotes properly indented, tables, figures and legends.
8. No abstract or abstract exceeding one page. Any other components of the paper missing.
9. Margins (top, side, and bottom) of less than one inch (1") on ANY page, **including** appendix.
10. Print size of LESS THAN 12 point (12 char./in., if typed). Changing font to make paper fit page limit.
11. Computer font OTHER THAN Helvetica, Times, Courier, or Geneva.
12. Print illegible or too light to read and reproduce well.
13. Text, from Abstract through Literature Cited, of MORE THAN **12** pages.
14. Entire paper, from Abstract to end of Appendix, of MORE THAN **20** pages.
15. Sending **fewer** than the "**original**" and **four (4) copies** (total of 5 copies) of the paper.
16. Failure to follow any procedures and schedules in the handbook or as specified in official communications.

It's Not a Computer Science Paper Unless.....

Papers submitted to the computer science category should deal with topics or experiments directly related to computer hardware or software. Papers that use the computer as a tool to analyze or simulate a topic in another area of science or mathematics (including computer programs written by the student for that purpose) should be submitted to the corresponding category.

Appropriate computer science papers include:

- Papers that analyze and propose solutions (including programs written) to address some issue dealing with computer hardware or software. Topics include data representations, file structure, network configurations, translation of computer or natural languages, programming language or operating system features, artificial intelligence, data transmission, etc.
- Papers that design and perform an experiment to explore some issue in hardware or software, and a statistical analysis of the results. Examples are experiments that measure operating system performance, network download speeds, memory efficiency, etc.

It's Not a Mathematics Paper Unless.....

Papers submitted to the mathematics category should be oriented towards mathematical topics. Standard simulation techniques applied to animal populations, bacteria growth, etc. should be submitted to the corresponding category.

Appropriate mathematics papers include:

- Papers that explore and prove topics in areas of mathematics (algebra, trigonometry, calculus, geometry, game theory, probability, graph theory, simulation methodology, number theory, etc.).
- Papers that have an experimental design to explore mathematical properties (number patterns, geometric properties, etc.) that are difficult to prove directly, and a statistical analysis of the results.

It's Not a Statistics Paper Unless....

Papers submitted to the statistics category can be either applied or theoretical in nature. Ordinary statistics (t-test, ANOVA, ChiSq, etc.) that area applied to experimental results from other VJAS science categories should be submitted in those categories.

Appropriate statistics papers include:

- Papers that study or compare certain statistical models. The data may come from anywhere, but the emphasis must be on the statistical model.
- Papers that are applied to social science or other areas not covered by a VJAS science category (sports scores, stock market, crime, population trends and demographics, SAT or SOL test scores, political races, etc.).

Examples of papers that should NOT be submitted to the statistics section will generally use data gathered from sources other than the student's own experiments.

Trends in disease, overweight, hearing loss, etc. (Medicine and Health)

Trends in pollution, rain forest depletion, etc. (Environmental Science)

Trends in weather, ocean currents, etc. (Earth and Space Science)

Papers improperly submitted to the Mathematics, Statistics, or Computer Science categories will be disqualified.